

~~CONFIDENTIAL~~

NEW HIRE PROCEDURE

Approved For Release 2000/08/22 : CIA-RDP61-00274A000100180014-3

OPERATING DIVISION	TRANSACTIONS & RECORDS		PLACEMENT	CLASSIFICATION & WAGE DIVISION	CHIEF, PDC, OR CHIEF, PLACEMENT BR
	RECORDS	TRANSACTIONS			
1. Initiates Form 37-1 or 3. (See chart on number and distribution of copies) 2. Forwards.	3. P/I notes, verifies position number, extracts reports copy of actions, and forwards.	<u>Processing Control</u> 4. Types security clearance request and dispatches. Sends copy 2 of Military Status Questionnaire to MRD. 5. Initiates "Status of Processing" card and locator card. 6. Logs to Correspondence Clerk for 1st interim letter. 7. Correspondence Clerk writes 1st interim and returns file. 8. Processing Control notes SP card, logs, and forwards. -XOX- 10. Processing Control logs and forwards. -XOX- 12. Processing Control logs and forwards. -XOX- 14. Processing Control logs and files. -XOX- 15. Processing Control extracts file when 2nd interim letter due and logs to correspondence clerk.	9. Approves qualifications and forwards.	11. Verifies job classification and forwards.	13. Approves and forwards.

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16. Correspondence Clerk  
writes 2nd interim  
and returns file.  
17. Processing Control  
notes SP card and  
files.  
18. Processing Clerk ex-  
tracts file when 3d  
interim due, logs to  
correspondence clerk.  
19. Correspondence clerk  
writes 3d interim  
and returns file.  
20. Processing Clerk  
notes SP card, files.

21. Reports Clerk:  
Receives secur-  
ity clearance,  
notes, prepares  
daily list for  
MRD, forwards.

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22. Processing Control:  
a. Notes SP card  
b. Extracts file  
c. Logs to Appointment  
Clerk.

23. Appointment Clerk:  
a. Receives security  
clearance and ap-  
plicant file;  
notifies Operating  
Div. of security  
and obtains OK for  
EOD  
b. Schedules EOD date  
with applicant,  
prepares all EOD  
papers  
c. Applicant EOD.

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